The State of New Hampshire



DEPARTMENT OF STATE

DIVISION OF ARCHIVES & RECORDS MANAGEMENT 71 SOUTH FRUIT STREET - CONCORD NH 03301-2410

TEL: (603)271-2236 FAX: (603)271-2272

GENERAL RECORDS DESTRUCTION NOTIFICATION DECEMBER 31, 2012

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Record Category		ELIGIBLE FOR DESTRUCTION
A. Budget		
	1. Appropriation Warrants, Form A-1	F/Y 2009
	2. Appropriation Warrants, Specials	F/Y 2008
	3. Allocation Requests, Form A-13-A	F/Y 2009
	4. Authorization for Transfer of Funds, Form A-13-B	F/Y 2009
	5. Budget Worksheets	F/Y 2009
	6. Capital Budget Worksheets	F/Y 2008
	7. Transfer Requests, Appropriation Funds, Form A-13	F/Y 2009
B. Cash Receipts		
	1. Bank Deposit Slips, All Accounts	F/Y 2009
	2. Bank Statements, All Accounts	F/Y 2009
	3. Receipts of Cash, Form A-14	F/Y 2009
	4. Record of Daily Receipts, Form A-15	F/Y 2009
	5. Report of Receipts, Form A-17	F/Y 2010
	6. Treasurer's Receipts	F/Y 2010
C. Comptroller's Statements		
	1. Appropriation Statement, Form IBM-1	F/Y 2009
	2. Comparative Income Statement	F/Y 2009
	3. Detail Transaction Register, Form IBM-2	F/Y 2009
	4. Object Analysis	F/Y 2009
	5. Unliquidated Encumbrance Statement, Form IBM-3	F/Y 2010

D. Contractual		
Documents		
Documents	1. Contracts	Term in 2005
	2. Personal Service Agreements	Term in 2005
	3. Rental Agreements	Term in 2005
	9.00	Term in 2005
E. Disbursements		
	1. Cancelled Checks, Special Accounts	F/Y 2009
	2. Cancelled Checks, Agency Accounts	F/Y 2009
	3. Cancelled Checks, Revolving Accounts	F/Y 2009
	4. Payroll Manifests, Form A-8 or IBM Forms	F/Y 2009
	5. Agency Payroll Certification	F/Y 2008
	6. Tally Sheets (Gray Bars)	F/Y 2008
	7. Payroll Register Report	F/Y 2008
	8. Refunds of Revenue, Requests Form A-27	F/Y 2009
	9. Report of Old Year Reserves, Form A-12	F/Y 2008
	10. Requests for Liquidation of Encumbrance, Form A-10	
	11. Requests for Reimbursement of Revolving Funds, Form A-9	
	12. Time Books & Time Slips, Employees	F/Y 2008
	13. Transfer Notifications, Form A-11	F/Y 2009
	14. Vendors Invoices (3rd Copy filed Separately from	
	Manifests)	F/Y 2011
	15. Vendors Invoices, Special Accounts	F/Y 2005
	16. Voucher Manifests, Form A-6-A or IBM Forms A-6-X (Form	
	4032)	F/Y 2009
F. Farm		
	1. Agri Form 9	F/Y 2009
	2. Agri Profit and Loss Statement, Monthly	F/Y 2009
	3. Breeding Slips	F/Y 2010
	4. Cattle Inventory All Tabulated Thru	Mar-67
	5. DHIA Monthly Statements (IBM)	F/Y 2010
	6. Farm Inventory and Production Report	F/Y 2011
	7. Farm Plan, Annual	F/Y 2002
	8. Grain Use Report, Weekly	F/Y 2009
	9. [Obsolete]	
	10. Monthly Egg Production & Grading Use Report	ALL TAB
	11. Monthly Poultry Inventory Report	ALL TAB
	12. Registration Certificates	All Deceased
		Animals
	13. Swine Inventory	All But
		Current
		Records

G. Ledgers		
G. Leugers	1. Accounts Receivable Records	F/Y 2005
	Departmental Appropriation Ledgers Form A-18	F/Y 2005
	3. Income Ledgers, Form A-16	F/Y 2005
	4. Operating Statements, Special Account Form A-21	F/Y 2005
	5. Record of Cash Transactions, Form A-19	F/Y 2005
	3. Necord of Cash Hansactions, Form A-13	1/1 2003
H. Personnel		
	1. Certificate of Eligables	F/Y 2011
	2. Leave Applications, Form PD-8	F/Y 2010
	3. Leave Record Cards, Form PD-6 Cards filed before	
		F/Y 2003
	4. Notification of Payroll Change, Form A-22 (Rev)	F/Y 2009
	5a. Personnel Jackets after 6/30/1954 Terminated in	Term in F/Y 2004
	Copies of Personnel's Action Files (PAF's)	F/Y 2008, OR
		until final
		disposition if
		discrimination
		charges
	Applications for positions received	F/Y 2008, OR
		until final
		disposition if
		discrimination
		charges
	Copies of licenses or certifications	F/Y 2008, OR
		until final
		disposition if
		discrimination
		charges
	Certificate of Training	F/Y 2008, OR
		until final
		disposition if
		discrimination
		charges
	Transcripts	F/Y 2008, OR
		until final
		disposition if
		discrimination
	Bufuman Fallation	charges
	Performance Evaluations	F/Y 2008, OR
		until final
		disposition if
		discrimination
		charges

l l	Letters of Warning	F/Y 2008, OR
l	Letters of Warning	until final
		disposition if
		discrimination
		charges
	Letters of Dismissal	F/Y 2008, OR
		until final
		disposition if
		discrimination
		charges
	Reclassification documents, including Position Profile Forms	F/Y 2008, OR
	(PPF's)	until final
		disposition if
		discrimination
		charges
		F // 5 - 5 -
	Emergency Contact Information	F/Y 2008
1	W-4's	F/Y 2008
		., 1 2000
	Retirement Paperwork, including applications & beneficiary	F/Y 2008
	info.	
		F // 5 = 5 =
	Life Insurance paperwork	F/Y 2008
	Deferred Compensation/ING Forms	F/Y 2008
l		.,. 2000
<u> </u>		<u></u>
	Levi Info (i.e. child support, garnishments, school loans)	F/Y 2008
	Management (Control of Control of	F hy cost
	Marriage License/Civil Union documentation	F/Y 2008
1		
<u> </u>	Letters of Recommendation, if applicable	F/Y 2008
	25.55.5 5. Necommendation, ii applicable	.,. 2000
	Recognition and Award documentation	F/Y 2008
1		
-	1701 01 5	F // 2 2 2 2 2
	170's - Change forms used at the agency level to notify payroll	F/Y 2008
	of a PROMO, DEMOT, TERM, NEW HIRE, ASSGN, etc)	
		1
1	Direct Deposit Information	F/Y 2009
1	Income Verifications	F/Y 2009 F/Y 2009
	mediac verifications	1/1 2003

Human Resource Office Files	
Counseling documents	F/Y 2010, OR until final disposition if discrimination charges
Criminal Background Checks	Once hiring decision Is made
Applications for positions applied for, but not received (filed)	
Polygraph Test & Reason for Administering	F/Y 2009
Leave Slips/ Leave and Attendance Sheets	F/Y 2008
Timesheets	F/Y 2008
Employee Medical Files (kept separately from Personnel Files), including:	
Family and Medical Leave Act forms and documentation	Term F/Y 2008,or until final disposition if discrimination charge
Supplemental Sick Leave documents	Term F/Y 2008,or until final disposition if discrimination charge
Doctor's Notes	Term F/Y 2008,or until final disposition if discrimination charge
Modified work schedules	Term F/Y 2008,or until final disposition if discrimination charge
American's with Disability Act documents	Term F/Y 2008,or until final disposition if discrimination charge

	Retirement Disability forms	Term F/Y
	Retirement Disability forms	2008,or until
		final
		disposition if
		discrimination
		charge
	Medical Records & Worker's Compensation documents	Term F/Y
		2008,or until
		final
		disposition if
		discrimination
		charge
	5b. History Cards after 6/30/1954	Retained
		Permanently
	6. Requests for Overtime, PD-3	F/Y 2011
	7. Requests for Salary Increase, PD-17	F/Y 2011
I. Property		7.6.000
	1. Declaration of Surplus Property, P-11	F/Y 2008
	2. Equipment Summary Reports, P-16 Rev.	All But
		Current
	3. Equipment Transfer, Internal P-17	F/Y 2009
	4. Material Control Card, P-2	F/Y 2009
	5. Material Request & Credit Memo, P-1	F/Y 2009
	6. Monthly Equipment Adjustment Report, P-21	All But
		Current
	7. Property Records Card, P-15, of Property disposed	Disposed of
		1986 & Prior
	8. Report of Lost & Damaged Property, P-18	F/Y 2005
J. Purchase		
	1. Field Purchase Order, P-8	F/Y 2009
	2. Purchase Order, P-6	F/Y 2009
	3. Receiving & Inspection Reports, P-3	F/Y 2009
	4. Reports of Complaints, P-17	F/Y 2009
	5. Requisition for Office Supplies, P-5	F/Y 2009
	6. Requisition for Purchase Order, P-4	F/Y 2009
K. Travel		
	1. Private Auto Record, A-5	F/Y 2009
	2. Request for Approval of Out-Of-State Travel, A-24	F/Y 2009
	3. Travel Reimbursement Claim, A-4	F/Y 2009

L. Miscellaneous		
	1. Meal Ticket Sales, M-1	F/Y 2009
	2. Dining Room Attendance, M-2	F/Y 2009
	3. Report of Operation of State Owned Vehicles, MV-2	F/Y 2008
	4. Life History of Vehicle, MV-3	
		disposed F/Y
		2010
	5. Minutes of Governor & Council Meetings	F/Y 2011
	6. Toll Call Register, A-23	F/Y 2008
	7. Archival Transfer List (RM-120)	PERM
	8. Transitory Communications	Retain as
		needed for
		reference
	9. Merchant Card Records with Cardholder Data, including	Upon
	Receipts.	cessation of
		agency
		business need
		(not greater
		than 18
		months).

Please contact Brian Nelson Burford, NH State Archivist, with questions or clarifications: Brian.Burford(at)sos.nh.gov (603) 271-2236